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**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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**The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,  
which can be accessed at: [www.personnel.ky.gov](http://www.personnel.ky.gov)**

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**December 18, 2015**

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**ADMINISTRATIVE SPECIALIST III—(Franklin County—Local Facilities)—Grade 12—**  
(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with  
a bachelor's degree. Must have three years of professional, administrative or business  
experience. Additional education will substitute for the required experience on a year-for-year  
basis. Additional administrative, business, research and/or clerical experience will substitute for  
the required education on a year-for-year basis.

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**ADMINISTRATIVE SPECIALIST III—(Oldham County—Luther Luckett Correctional  
Complex)—Grade 12—**  
(\$2589.26 - \$3430.10) **MINIMUM REQUIREMENTS:** Graduate of  
a college or university with a bachelor's degree. Must have three years of professional,  
administrative or business experience. Additional education will substitute for the required  
experience on a year-for-year basis. Additional administrative, business, research and/or  
clerical experience will substitute for the required education on a year-for-year basis.

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**CLASSIFICATION & TREATMENT OFFICER I – (Morgan County —Eastern KY  
Correctional Complex)—Grade 12—**  
(\$2589.26 - \$3430.10) **MIN REQUIREMENTS:**  
Graduate of a college or university with a bachelor's degree.

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**CLASSIFICATION & TREATMENT OFFICER I – (Oldham County—Luther Luckett  
Correctional Complex)—Grade 12—**  
(\$2589.26 - \$3430.10) **MIN REQUIREMENTS:**  
Graduate of a college or university with a bachelor's degree.

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**CORRECTIONAL CAPTAIN I—(Oldham County —Roerderer Correctional Complex)**  
Grade 12—(\$2589.26 - \$3430.10) **MINIMUM REQUIREMENTS:** High School graduate. Must  
have three years of experience in corrections, law enforcement, criminal justice or social work  
dealing with rehabilitation of offenders. At least one year of the experience must have been in  
a supervisory capacity in a custodial security setting. An associate's degree from a college or  
university in corrections, criminal justice, law enforcement or a related field will substitute for six  
months of the required non-supervisory experience. A bachelor's degree from a college or  
university in corrections, criminal justice, law enforcement or a related field will substitute for  
one year of the required non-supervisory experience. Must be 21 years of age.

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**CORRECTIONS EDUCATION SPECIALIST I—(Oldham County —Roerderer Correctional  
Complex) Grade 12—**  
(\$2427.44 - \$3215.72) **MIN. REQUIREMENTS:** Graduate of a college or  
university with a bachelor's degree in education (academic or voc.) An associate degree with 3  
years of trade-related experience will sub for the bachelor's degree.

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**CORRECTIONAL SERGEANT— (Elliott County – Little Sandy Correctional Complex)**  
**Grade 10—**  
(\$2139.80 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1  
year of experience in corrections, law enforcement, criminal justice or social work dealing with  
the rehabilitation of offenders. An associate's degree from a college or university in corrections,  
criminal justice, law enforcement or a related field will sub. for 6 months of the required  
experience. A bachelor's degree from a college or university in corrections, criminal justice, law  
enforcement or a related major field will substitute for 1 year of required experience. Must be  
21 years of age.

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**JUSTICE CABINET  
DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
(continued)**

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December 21, 2015

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**CORRECTIONAL SERGEANT— (Lyon County – Kentucky State Penitentiary) Grade 10—(\$2139.80 - \$2834.88) MINIMUM REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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**CORRECTIONS UNIT ADMINISTRATOR I— (Muhlenberg County –Green River Correctional Complex)—Grade 13—(\$2848.22 - \$3791.68) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

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**CORRECTIONS UNIT ADMINISTRATOR I— (Oldham County –Roerderer Correctional Complex)—Grade 13—(\$2848.22 - \$3791.68) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

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**ELECTRICIAN LICENSED SUPERVISOR—(Fayette County –Blackburn Correctional Complex)—Grade 12—(\$2589.26 - \$3430.10) MINIMUM REQUIREMENTS:** Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

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**INSTITUTIONAL RECREATION LEADER— (Oldham County—KY State Reformatory)—Grade 11—(\$2354.04 - \$3118.28) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in recreation, physical education, special education or a related field. Experience in planned recreation, physical education, special education or a related field will substitute for the required college on a year-for-year basis

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**OFFICE SUPPORT ASSISTANT II- (Morgan County –Eastern KY Correctional Complex) Grade 8—(\$1768.70 - \$2342.96) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**JUSTICE CABINET  
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(continued)**

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December 21, 2015

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**OFFICE SUPPORT ASSISTANT II- (Pulaski County –Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**OFFICE SUPPORT ASSISTANT II- (Madison County –Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**PROBATION AND PAROLE OFFICER- (Carroll County –Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age

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**PROBATION AND PAROLE OFFICER- (Jefferson County–Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age

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**PROBATION AND PAROLE OFFICER- (Jefferson County–Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age

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**PROBATION AND PAROLE OFFICER IV— (Campbell County—Probation & Parole)— Grade 14—(\$2937.20 - \$3890.90) MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of professional experience in probation work and/or parole work. Graduate study in law enforcement, corrections, behavioral sciences or a closely related field will substitute for the experience on a year-for-year basis. Must be 21 years of age.

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**Recurring Positions:**

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$2200 - \$2,416.22)**

**MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

**To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at [www.personnel.ky.gov](http://www.personnel.ky.gov).**